

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Fleet Service Internal Service Fund

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Purpose

To establish a single comprehensive policy covering the assignment and utilization of County-owned vehicles. It is the intent of this policy to ensure the most efficient and cost-effective utilization of vehicles required for the County's transportation and operational needs.

Background

County Charter Section 501.5 authorizes the Board of Supervisors to provide for the regulation of the marking and operation of County vehicles. In accordance with this Charter provision, the Board has adopted ordinances beginning with County Administrative Code Section 398.10, County Automotive Equipment. Among the most important provisions of these ordinances are the prohibition against use for other than official County business and the designation of the Director, Department of General Services to allocate and control of the use and provide for marking of County-owned vehicles. County Administrative Code Section 450 designates the Director, Department of Public Works as the responsible position for acquisition, operation, maintenance and repair of automotive equipment, construction machinery and other equipment under the control the Department of Public Works. In addition, there is established by ordinance, an Equipment Internal Service Fund from which the Department of Public Works is authorized appropriations incident to acquisition, operation and maintenance and repair of the vehicles.

The provisions of this policy are applicable to County-owned vehicles without regard to the revenue source or fund from which they are acquired, operated and maintained or repaired. The policy provides for the assignment of all County equipment to one of two departments with the responsibility and authority to monitor the use of vehicles.

The purpose of this policy is to ensure that such vehicles are assigned and utilized in accordance with the public services provided by the County and for no other purpose.

Policy

It is the policy of the Board of Supervisors that:

1. The assignment and use of County-owned vehicles shall be under the direction of the Chief Administrative Officer. Vehicles shall be allocated to the various officers and departments of the County by the Director of General Services to meet their specific needs in accordance with this policy and all applicable codes and ordinances. This

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allocation may be modified or terminated as necessary to ensure the most cost-effective utilization of the vehicles and to ensure conformity with criteria in this policy.

2.The use of County-owned vehicles and vehicle equipment for other than official County business is prohibited. The Department head to which the vehicles or equipment is allocated is responsible to the County for the proper uses of such equipment.

3.All County-owned vehicles shall be marked in accordance with County Administrative Code Section 398.10.1 MARKING OF COUNTY AUTOMOTIVE EQUIPMENT.

4.The Chief Administrative Officer shall design and implement procedures and systems for providing fuel, maintenance, repair and planned vehicle replacement for fleet vehicles.

5.The Chief Administrative Officer shall ensure that an inventory shall be maintained of all vehicles owned by the County.

6.County-owned vehicles may be allocated to departments and offices as pool vehicles for the general use of County employees to meet their official transportation needs. County-owned vehicles may be allocated or reallocated on the basis of verified workload requirements.

7.County department heads who have been allocated vehicles for their use and control will be responsible for vehicle fueling, daily servicing, cleanliness of interior and exterior, parking security and safe operation in compliance with the California Vehicle Code.

8.The Chief Administrative Officer is responsible for monitoring the assignment and utilization of all County-owned vehicles allocated to other departments and offices and shall withdraw from that allocation any vehicle determined to be abused, underutilized or used for other than official County business.

9.County employees in executive management may be provided a County-owned vehicle in lieu of the authorized automobile allowance if justified by their duties and approved by the Chief Administrative Officer.

10.The Chief Administrative Officer shall analyze, on a continuing basis, the comparative efficiencies of utilizing County-owned vehicles versus the payment of private mileage reimbursement for transportation in conducting County business. When such an analysis determines that it is both cost-effective and in the best interest of the County to provide the County-owned vehicle, provisions shall be made.

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11.Home storage of County vehicles may be approved by the Chief Administrative Officer when home storage of a County vehicle is justified by the requesting department in accordance with criteria issued by the Chief Administrative Officer, this policy and the County Administrative Code. Home storage of County-owned vehicles shall be authorized on an annual basis.

Sunset Date

This policy will be reviewed for continuance by 12-31-09.

Board Action

11-13-84 (30)

8-8-89 (37)

11-29-94 (40)

01/28/03 (16)

CAO Reference

1. Department of General Services
2. Department of Public Works